

**DPW Commissioner Meeting
Wednesday, November 20, 2013
7:00 p.m. – Town Hall Annex Lobby**

7:00 PM Approval Items:

Board of Commissioners Minutes Approval, Commissioner Reed moved to accept the 11/6/13 minutes, seconded by Chairman Gardner, Vote: 2-0, Commissioner Sena arrived after the minutes were approved.

Approval of Sale of Cemetery Lots - none

7:05 PM Open Session:

Open for Public Discussion with the Commissioners

7:10 PM New Business:

Sewer Capacity Assessment Reports: J. Parisi distributed two Kleinfelder documents; a Sewer Capacity Needs Assessment draft, and a 2013 Treatment Plan Capacity Assessment. They analyze 12 months of flow for an average. The town has been two years without a violation, the moratorium has been lifted. J. Parisi said there is a new sewer line project coming up. He said this past month we had about 1 inch of rain, this is very low. There is almost no I&I in the system. During heavy rain spikes, it gradually rises. There's a defined sewer district and the sewer will not extend outside of these areas. Kleinfelder looked at zoning and looked at potential development of properties that are still within the district; supplemental areas, developed parcels and undeveloped parcels. Currently we have 100,000 gallons of available capacity. We can't give up the entire 100,000 gallons without continuing the I&I work. On Page 12, table 11, 61,500 gallons are for priority level #1, 22,000 gallons are for priority #2, 13,000 gallons are for Priority level #3, Level #4 is outside the sewer district.

Commissioner Reed questioned if there are many properties that have the sewer line in front of their property and that still have septic systems. Director Parisi said he didn't have an exact count, but there certainly are some. J. Parisi said that the Board of Health dictates who must tie in if their septic system has failed.

T. Olson said perhaps the town should have combined "Town of Rockport Rules and Regulations and Construction Standards".

The Commissioners will vote at the next meeting to adopt these, Kopelman & Paige will review them before the vote. Director Parisi said that Kleinfelder is happy to come in to discuss this in greater detail and in the contract there is the availability for them to present at a public meeting.

Chairman Gardner inquired if in their assessment of the treatment plant did they look at ways in which the capacity can be improved. Director Parisi said they recommended spending considerable funds on the treatment plant; Director Parisi is reviewing this.

7:45 PM Ongoing Business:

City Hall Systems are visiting on 12/12/13 at 10 am to gather data and information on the town.

Community House Management: Commissioner Reed spoke to Faye Anderson and Roger Lesch from the Council on Aging. There doesn't appear to be any interest at this time on the part of the COA to work together on the management of the building. Chairman Gardner said he spoke to Selectperson Wilkinson about this today. He said she recommends keeping the \$10,000 stipend position and adding a custodian position. Having information on the town website about the Community House would be helpful. The Legion Building was discussed regarding rules and regulations. Chairman Gardner said this topic should be discussed the next time there is a member of the Board of Selectmen at a DPW Commissioner Meeting.

Energy Efficiency: J. Parisi said there was a study of the water and sewer plant in 2012. There is also a report on the oil. Chairman Gardner said this information is all in the cloud for Commissioners to review.

FY15 Operations Budget: J. Parisi distributed the budget detail with a 2% personnel increase, and 1% increase on other expenses. Chairman Gardner questioned when these guidelines are set, are the various departments supposed to raise their personnel expenditures by 2%; is the 2% intended to go to those employees who are currently doing the job. Commissioner Reed questioned if every department in town is managing this in the same manner.

8:45 PM Ongoing Capital Projects

Long Beach Sediment Transport Study: Applied Coastal was here last week; the Cape Hedge question was addressed. They will return in a few months.

DPW Facility Design: Weston & Sampson removed the structural component in their quote so the cost came down. Task #1 is Site Constraint Evaluation, Task #2 is the Needs Identification working session, and Task #3 is the Report. The estimated fee for this is \$6,300; this is in the FY '15 budget schedule. The existing building will be demolished; then the new structure will be built.

8:55 PM Other Issues of Discussion

Commissioner Reed said he was asked about the pipe in the South Woods, Saw Mill. He questioned if anyone has asked if that could be fixed.

J. Parisi said that line has a series of taps in it to get the air out of the system. He said if we were to fire up that pump, we'd have to go to the first tap, get the air out and close it and do that all the way to the end. It's not for firefighting; it's a garden hose thing.

Commissioner Sena spoke about the Long Beach Lease meeting last night. He said two additional months for occupancy were discussed at the Selectmen's meeting, (it will now be 8 months/year) that is going to be in the new lease. Commissioner Sena said he reminded the Town Administrator that the water is shut off in the middle of October. There is a concern about shared water lines and if one neighbor wants to remain longer and another doesn't, what do we do. He said the other issue discussed was the need for lot lines and the Town Administrator commented at the meeting that we have a surveyor on standby ready to go. Commissioner Sena said we need to get going on the town construction standards. Commissioner Sena said the issue of insurance coverage was also discussed at the Board of Selectmen's meeting relating to Long Beach.

J. Gardner spoke about the Chairmanship of the DPW Commissioners. He is recommending a Vice Chair and a time-limit structure for the Chair of the Commissioners. J. Gardner said if there is a Vice Chair, then they know they're going to be chair and they're familiar with what's going on. It was agreed that J. Gardner will continue as chair until Commissioner Reed's 2nd anniversary; then a decision can be made if a vote should be taken to change the chair. Commissioner Sena said he is out of town frequently and worries that he's not as available as some of

the other commissioners. It was commented that everyone Commissioner's term will be expiring in the same month (June).

The issue of the town plowing some private roads was discussed. Chairman Gardner said he and Selectperson Wilkinson spoke about this. They are recommending offering all of the private roads that are currently being plowed to have their road become a public road which would allow the town to count it toward Chapter 90 funds. The roads would have to meet the current criteria. It was commented that something was passed at Town Meeting about the maintenance of private roads, the criteria was the same that we're using for plowing, minimum of 300', with 3 residences, subject to application by the homeowner. If they accepted this offer, the town would plow their road. Bill Wagner looked back and it appears that in 1973 this was approved at town meeting but may never have been put on a ballot. Once accepted it can be appropriated, but there's no appropriation for plowing private roads anywhere here. The issue of roads that are currently being plowed that do not meet the criteria needs to be addressed.

T. Olson said the Old Garden Beach sewer pump station upgrades are complete; it is a great job.

There is no update on the building study; a selection should be made by 1/14.

Commissioner Sena asked if we were going for anything from CPC. Just Millbrook, but that's not DPW funding. It was stated that Mel Michaels has said there's funding for water shed purchases.

Tickler List:

December, 2013	Sewer use regulations
December, 2013	Community House Facilities Mgr.
December, 2013	Revenue Collection Software/separate charges for drop-off, visiting to gather information on 12/12 at 10am
December, 2013	Energy efficiency
December, 2013	FY '15 Capital budget review
January, 2014	FY '15 Operational Budget review

Next Meeting: Wed., 12/11/13 at 7:00 pm in the Community Room at the Police Station.

9:40 PM: Commissioner Sena moved to adjourn, seconded by Commissioner Reed, Vote: 3-0.